



**DEPARTMENT OF THE TREASURY  
DEPARTMENTAL OFFICES**



**CAREER OPPORTUNITY**

**MERIT PROMOTION VACANCY ANNOUNCEMENT**

**Announcement No.:** 06-CDFI-63A  
**Position:** Program Manager, GS-0301-14/15  
**Type of Appointment:** Permanent  
**Full Performance Level:** GS-15

**Organization:** Community Development Financial Institutions (CDFI) Fund  
601 13<sup>th</sup> Street, NW  
Washington, DC

**Number of Vacancies:** 1  
**Duty Station:** Washington, DC

**Opening Date:** 8/29/2006  
**Closing Date:** 10/13/2006

**Bargaining Unit:** No  
**Sensitivity:** Non-critical Sensitive  
**Salary Range:**  
GS-: 14, \$91,407 - \$118,828  
GS-: 15, \$-107,521 - \$139,774

**For more information call:**  
Sherry L. Reynolds, (304) 480-8387  
[CDFIINQUIRIES@BPD.TREAS.GOV](mailto:CDFIINQUIRIES@BPD.TREAS.GOV)

**Amended to extend the closing date.**

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**WHO MAY APPLY**

U.S. Citizens who meet **ONE** of the following categories:

1. Current permanent Federal employees in competitive positions or former Federal employees with reinstatement eligibility;
2. Individuals eligible for the Treasury Career Transition Assistance Program (CTAP) from the local commuting area;

3. Individuals eligible for the Interagency Career Transition Assistance Program (ICTAP) from the local commuting area;
4. Current Federal employees in excepted service positions covered by an interchange agreement;
5. Individuals who are eligible for appointment under authorities such as the Veteran's Employment Opportunity Act (VEOA), disabled individuals, returned volunteers from the Peace Corps or VISTA, etc.

Applicants who do not meet these criteria may wish to apply under **Recruiting Bulletin Announcement 06-CDFI-64P**, which is open for receipt of applications from the general public.

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## **PLEASE NOTE**

- **YOU MUST ADDRESS THE RATING FACTORS UNDER THE HEADING “RATING” BELOW, otherwise, your application will be incomplete and will not receive any further consideration. Please read below for more details.**
- Selectee must undergo appropriate tax checks.
- The applicant selected for this position may be required to complete a financial disclosure form.
- Benefits: 10 Paid Holidays ~ Paid Annual & Sick Leave ~ Federal Employees Retirement Plan ~ Health Benefits ~ Life Insurance ~ Awards ~ Valuable Work Experience ~ Thrift Savings Plan (Similar to 401K plans offered in the private sector)
- No relocation expenses will be paid.
- Selection(s) will be made from a combination of this announcement (**06-CDFI-63**) and **06-CDFI-64P**.
- If selected, you must:
  1. Be eligible for a Personal Identity Verification (PIV) Credential\*,
  2. Have a successfully adjudicated background investigation appropriate to the position, and
  3. Maintain PIV Credential eligibility during your employment.

\* This is a routine security check.

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## **DUTIES**

One full-time (40 hours per week) position is available for the Program Manager in the Office of Policy and Programs within **The Community Development Financial Institutions (CDFI) Fund**. The Fund is charged with promoting economic revitalization and community development primarily through investment in and assistance to Community Development Financial Institutions (CDFIs) and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides grants, loans, deposits, equity investments and technical assistance to organizations engaged in community development finance. In addition, the Fund administers the New Markets Tax Credit Program (NMTC Program) and is responsible for certifying entities as Community Development Entities (CDEs) for that program. The CDFI Fund's website address is **[www.cdfifund.gov](http://www.cdfifund.gov)**.

The incumbent will report to the Deputy Director for Policy and Programs, and will assist in implementing the Fund's authorizing statute. The incumbent exercises program and project management responsibilities focusing on the Fund's CDFI Financial and Technical Assistance Programs as well as its Native Initiatives. In this capacity, the incumbent will: (a) manage the development, implementation and evaluation of program guidelines, procedures and regulations; (b) develop and direct the program's project management functions;

(c) recommend the selection and award of awardees with respect to the CDFI and Native monetary award programs, (d) monitor, evaluate and manage the development of reports on major actions implementing a program to insure effectiveness in achieving stated policy goals as well as timely and accountable completion of goals; (e) serve as the Rating Official for the assigned Program Advisors and the assigned Financial and Program Analysts; and (f) be the accountable official for maintaining appropriate management controls and adherence to the Federal Managers' Financial Integrity Act, and the Fund's strategic direction. The incumbent will serve as the sole Program Manager of the CDFI Financial and Technical Assistance Programs and the Fund's Native Initiatives. The Program Manager position is considered a member of the Fund's senior staff and the incumbent will participate in the consideration of matters brought before the senior managers of the Fund.

## **ELIGIBILITY REQUIREMENTS**

Candidates must meet all eligibility requirements, including the following, within 30 days of the closing date of the announcement:

**Time After Competitive Appointment:** Candidates who are current federal employees serving on a non-temporary competitive appointment must have served at least three (3) months in that appointment.

### **Time-in-Grade:**

GS-14 : Candidates must have been a GS-13 for fifty-two (52) weeks (when applicable).

GS-15: Candidates must have been a GS-14 for fifty-two (52) weeks (when applicable).

Candidates must be U.S. citizens.

## **QUALIFICATION REQUIREMENTS**

Candidates must meet all qualification requirements, including the following, prior to the effective date of placement and within thirty (30) calendar days from the closing date of the announcement:

### **Specialized Experience:**

**GS-14:** Fifty-two (52) weeks of experience at the GS-13 level, or equivalent, that is directly related to the position as listed above and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position. Specialized experience for this grade level is defined as experience in the development of policy, application or underwriting materials and experience with financial underwriting of community development organizations or of business or real estate loans made for Community Reinvestment Act (CRA) purposes in a depository financial institution. The applicant must also have had experience in developing and presenting program materials to the public.

**GS-15:** Fifty-two (52) weeks of experience at the GS-14 level, or equivalent, that is directly related to the position as listed above and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience for this grade level is defined as experience with leading significant components of the administration of a community development program funding round or in making CRA recommendations on either program funding in an agency or investment decisions in a business. The applicant must also have had experience in developing and disseminating outreach material to the public.

## **RATING**

## **BASIS OF RATING:**

Qualified applicants will be rated on documented experience relating to the following "rating factors/Competencies/Knowledge, Skills, and Abilities (KSAs)." listed below. **IN ADDITION TO THE APPLICATION, CANDIDATES MUST SUBMIT A NARRATIVE STATEMENT ON A SEPARATE PAGE(S) WITH SPECIFIC RESPONSES TO EACH OF THE RATING FACTORS LISTED BELOW.** If narrative statements to the rating factors are not received by the closing date of this announcement, your application will be incomplete and will receive no further consideration.

To be well qualified, an applicant from the Career Transition Assistance Program (CTAP) or the Interagency Career Transition Program (ICTAP) must receive on average an overall rating of at least the middle level in a three-level crediting plan.

### **Rating Factors:**

1. Demonstrated experience in managing programs or lines of business relating to community and economic development, community development financial institutions (CDFI) or community and economic development finance in general. (Work of this nature in Native Communities is a plus)
2. Demonstrated management and supervisory experience, including skill in developing work plans, managing professional staff to achieve outcomes, and consensus building with other organizational elements to achieve success and meet deadlines.
3. Demonstrated ability to develop strategic plans, define objectives, initiate and direct an implementation schedule with established milestone dates to meet objectives.
4. Knowledge of CDFI Fund programs and the inter-relationships among such programs and experience working with CDFI's.
5. Strong written and verbal communication skills, demonstrated ability to effectively communicate technical issues and recommendations and experience developing and communicating complex policy outcomes to large and small audiences. Experience in public speaking and preparation of technical documents to represent the agency position on various program and administrative matters before senior Treasury management officials, members of the legislative branch and trade groups and associations.

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## **HOW TO APPLY**

**Applications will not be returned. If the information provided is found to be inadequate or incomplete, candidates will not be solicited for further experience/education background data. Failure to submit any of the required information contained in this announcement will remove applicant from consideration for this position.**

**Applicants will be notified as to the status of their applications.**

**All applicants are required to submit the following:**

1. An application (examples: Optional Application for Federal Employment, OF 612; Application for Federal Employment, SF 171; or résumé). Applicants should clearly indicate all experience (including dates and number of hours spent per week), training, include volunteer work experience, education, and awards relevant to the qualification requirements. Training or self-development activities must reflect course title, classroom hours completed and date(s). Do not send position descriptions.

2. A copy of most recent (non-performance/non-incentive award) SF-50, Notification of Personnel Action, that shows your current grade and competitive civil service status, OR previous SF-50 showing competitive civil service status if you are now on an excepted appointment or have resigned from the Federal service; OR other proof of appointment eligibility, if eligible under a special appointment authority such as those listed in #5 under "Who May Apply" section of this announcement.

3. A written description of any relevant knowledge, training, experience, including voluntary experience, education, awards, etc. relating to each specific rating factor (found under the "Rating" section of this announcement). Address each rating factor separately. **IN ADDITION TO THE APPLICATION, CANDIDATES MUST SUBMIT A NARRATIVE STATEMENT ON A SEPARATE PAGE(S) WITH SPECIFIC RESPONSES TO EACH OF THE RATING FACTORS.** If narrative statements to the rating factors are not received by the closing date of this announcement, your application will be incomplete and will receive no further consideration.

4. A copy of your most recent completed performance appraisal that shows the final rating. If you have not received a performance appraisal for any reason (not employed, current employer does not give a performance appraisal, etc.), please explain why in your application.

**In addition:**

**VEOA eligibles** (#5 under "Who May Apply" on page1) **are required** to submit a copy of MEMBER 4 of a DD 214 **or** other documentation showing dates of service and type of discharge.

**Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP) eligibles must also submit the following (all four are required):**

1. An SF-50, Notification of Personnel Action, or other official documentation, which shows that you were declared displaced or surplus while serving as a career or career conditional competitive service employee, in tenure group 1 or 2, **OR** are a current or former Executive Branch agency employee in the excepted service serving on an appointment without time limit, at grade levels GS-15 or equivalent and below, and who has been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service;
2. An SF-50, Notification of Personnel Action, or other official documentation which shows the position you may be or are being separated from has the same or higher promotion potential as that of the vacancy;
3. **CTAP eligibles:** a copy of your Reduction in Force (RIF) separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, Certificate of Expected Separation or other official notice indicating you are in a surplus organization or occupation or eligible for discontinued service retirement.

**ICTAP eligibles:** a copy of your RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, documentation showing you were separated as a result of a RIF or declining a directed reassignment or transfer of function outside the local commuting area, or a letter from OPM or your agency documenting other priority consideration status as described in 5 CFR 330.708(a)(2); and

4. A copy of a current (or last) performance rating of record of at least fully successful or equivalent (required unless you are an ICTAP eligible due to compensable injury or disability retirement).

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**WHERE TO APPLY**

The CDFI has contracted with the Bureau of the Public Debt (BPD) to provide certain personnel services to its organization. BPD's responsibilities include advertising the CDFI vacancies and extending job offers.

**Complete application packages must be received no later than 11:59 p.m. (EST) of the closing date of this announcement.** Applicants have the following choices in submitting applications and other forms:

**E-mail:** application packages must be in PDF format, Microsoft Word 97 (or later) format, Rich Text Format (RTF), Plain Text. Other formats may not be readable by the Human Resources Division. **ZIP files will NOT be accepted.** You can send your e-mail to [CDFIINQUIRIES@BPD.TREAS.GOV](mailto:CDFIINQUIRIES@BPD.TREAS.GOV) ;

**FAX:** you can submit application packages to (304) 480-8359 or 304-480-8292; OR

**MAIL:** you can submit application packages to the following address:

TFESB-CDFI, Room A2-J  
Bureau of the Public Debt  
200 Third Street  
Parkersburg, WV 26106

**It is the responsibility of the applicant to ensure that all materials are received by BPD on time and that the materials submitted are properly received and readable. If illegible documents are received, which are required for a complete application package, then the applicant will be removed from consideration for this position.**

**Applicants will be notified as to the status of their applications.**

**Forms are available at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or by calling (304) 480-8308.**

**Reasonable accommodations are provided to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the contact person listed on this vacancy announcement.**

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### **EQUAL EMPLOYMENT OPPORTUNITY**

All candidates will be considered without regard to any non-merit reason such as race, color, religion, sex, age, national origin, lawful political affiliation, marital status, disability, sexual orientation, protected genetic information, parental status, membership in an employee organization, or other non-merit factors.

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